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CITY CLERK

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EXECUTIVE OFFICER

City of Los Angeles
CALIFORNIA



ERIC GARCETTI
MAYOR

OFFICE OF THE
CITY CLERK

Neighborhood and Business
Improvement District Division
200 N. Spring Street, Room 224
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(213) 978-1099
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MIRANDA PASTER
DIVISION MANAGER

clerk.lacity.org

February 3, 2017

Donald Duckworth, Executive Director
Melrose Business Improvement District
1934 Wilson Avenue
Arcadia, CA 91006

**SUBJECT: INSURANCE EXPIRATION DATES –
MELROSE BUSINESS IMPROVEMENT DISTRICT**

A review of our records indicates the following insurance expiration date(s):

- General Liability Insurance Endorsement expiration date: 01/03/17
- Directors and Officers Liability Insurance expiration date: 01/03/17
- Workman Compensation Insurance Waiver expiration date: 12/27/16

Please have your insurance agent submit the renewal certificate electronically through City's Track4LA Insurance Tracking System which is located on our website (<http://track4la.lacity.org>). The agent will get an approval number when the process is complete. In order for us to receive a copy of the confirmation automatically, please include our email addresses rita.moreno@lacity.org and maria.v.gomez@lacity.org in the renewal process.

As outlined in Contract No. C-123632, it is your responsibility to make sure that your insurance requirements are in effect during the duration of this Contract. Please understand that we are unable to process any payments until acceptable insurance is provided.

If you have any questions, please contact Rosemary Hinkson of my staff at (213) 978-1082.

Sincerely,

Miranda Paster, Division Manager
Neighborhood and Business Improvement Division

MP:RH:exy